



## **PREPARATION AND PROCEDURAL REVIEW OF A COMPREHENSIVE DEVELOPMENT PLAN**

### **When is a development plan required?**

Section 36.2-551 of the Code of the City of Roanoke (1979), as amended, requires that a development plan (basic or comprehensive depending on the specifics of the development) be submitted with any application for a zoning permit. No zoning permit may be issued until the development plan has been approved. The development plan is intended to represent graphically all components of a proposed development as required in order to ensure compliance with all Code requirements before proceeding with construction.

### **When is a zoning permit required and when can it be issued?**

A zoning permit is required:

- (1) To erect, construct, reconstruct, move, demolish, add to, or structurally alter any structure; or
- (2) To change the use of a property, and commencement of the clearing, grading, or excavating of a property.

A zoning permit can be issued only in strict conformity with Chapter 36.2, Zoning, of the City Code. Where a development plan review is required, no zoning permit can be issued until the development plan has been approved and signed by the Agent to the Planning Commission, the Zoning Administrator, and the City Development Engineer.

### **Can a development plan include more than one lot of record?**

When a development plan involves multiple lots of record, internal lot lines must be vacated, relocated, or otherwise altered as a part of an otherwise valid and properly recorded plat of subdivision or resubdivision to create a single lot of record.

### **What is the scope of approval of a development plan?**

All building permits and Certificates of Occupancy must comply with the provisions of the approved development plan.

An approved development plan expires and becomes null and void unless a building permit has been issued or use of the land has commenced within 5 years from the date of approval. (The erosion and sediment control portion of the development plan expires and becomes null and void after 6 months if a building permit has not been issued.)

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215 Church Avenue, S.W.  
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## **Do I submit a comprehensive or a basic development plan?**

A comprehensive development plan must be submitted with all zoning permit applications, except in the following cases which require a basic development plan pursuant to Section 36.2-552 of the City Code:

- (1) Construction, reconstruction, moving, or addition to a single-family detached dwelling or permitted accessory structure and including associated grading and clearing, when development is not in conjunction with the construction, reconstruction, moving, or addition to another single-family detached dwelling or permitted accessory structures on the same lot or on an adjacent lot under the same ownership at the time of application; or
- (2) Construction, reconstruction, moving, or addition to a two-family dwelling and including associated grading and clearing, when development is not in conjunction with the construction, reconstruction, moving, or addition to other two-family dwellings on the same lot or on an adjacent lot under the same ownership at the time of application; or
- (3) Additions to buildings or intensification of uses not exceeding ten (10) percent of the floor area of a building and where the number of required parking spaces is increased no more than three (3) spaces; or
- (4) Additions of up to, but not more than, four (4) parking spaces; or
- (5) Additions of less than 2,000 square feet of impervious surfaces other than rooftops or parking areas.

## **What is the application procedure for comprehensive development plan review?**

Pre-submittal conference: Prior to formal submission of a comprehensive development plan for review and approval, the applicant should meet with the Development Review Coordinator to confirm what information must be provided.

Filing for plan review: In order to file for comprehensive development plan review, a complete application package is required, which includes the following:

- (1) A completed, signed Comprehensive Development Plan Review application form, which form can be accessed online via the City's website at [www.roanokeva.gov](http://www.roanokeva.gov) (click on "Departments," then "Department of Planning Building and Development," then the link for "Applications, Agreements, Bonds and Schedule of Fees"); and
- (2) Payment of the required fees; and
- (3) A comprehensive development plan which contains all required components as set forth in the submittal requirements of Appendix B of Chapter 36.2, Zoning, of the City Code.

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## **What are the approval criteria for a comprehensive development plan?**

A comprehensive development plan must comply with all applicable requirements of Chapter 36.2, Zoning, of the City Code.

Where erosion and sediment controls are required by the provisions of Chapter 11.1, Erosion and Sediment Control, of the City Code, an erosion and sediment control plan must be implemented.

The design of all drainage improvements must conform to Chapter 11.2, Stormwater Management, of the City Code.

## **Are there any fees for review of a comprehensive development plan?**

There is a Comprehensive Development Plan Review Fee of \$500.00 plus \$75.00 per acre or portion thereof. In addition, a Grading and Erosion Control Review Fee of \$100.000 plus \$50.00 per acre or portion thereof is required. (If the project is limited to Grading and Erosion Control, only the Grading and Erosion Control Review Fee is required.)

The applicable fees must be paid when the comprehensive development plan application is filed with the Department of Planning Building and Development.

## **Is there a defined timeline for the review of a submitted comprehensive development plan?**

Within 12 business days after the initial submittal, and within 12 business days after a resubmittal, the applicant will be notified, in writing, that:

- (1) The information on the development plan is incomplete, in error, or lacking in detail, with delineation of the additional information required or necessary revisions; or
- (2) The development plan is sufficient in required information and accuracy and that it has been reviewed and approved.

## **Can an approved comprehensive development plan be changed?**

An approved development plan authorizes only the use, arrangement, location, and construction indicated in the approved plan. Any use, arrangement, location, or construction not in compliance with that authorization is a Code violation.

If it becomes necessary for an approved comprehensive development plan to be changed, such changes may be made only with the approval of the Zoning Administrator, the Agent to the Planning Commission, and the City Development Engineer.

## **What are the submittal requirements for a comprehensive development plan?**

Appendix B of Chapter 36.2, Zoning, of the City Code (copy attached) sets forth the submittal requirements for a comprehensive development plan (Section B-2) and associated landscape plan (Section B-3), which include:

- (1) Requirements as to who can prepare and submit a comprehensive development plan;
- (2) Required form of the plan;
- (3) Number of copies required for submission for review and approval; and
- (4) Minimum materials and information that must be submitted in order to constitute a complete comprehensive development plan and associated landscape plan for review and approval.

All required components of the comprehensive development plan must be included in the submittal. Incomplete applications for development plan review will not be accepted.

Citations within Appendix B of Chapter 36.2, Zoning, of the City Code are references to sections of the Code of the City of Roanoke (1979), as amended, which is available online via the City's website at [www.roanokeva.gov](http://www.roanokeva.gov). All citations within Appendix B to Chapter 36.2 (or a section beginning with 36.2) are references to the City's zoning ordinance adopted in December 2005.

The City's zoning ordinance is available online via a direct link on the left side of the City's homepage ([www.roanokeva.gov](http://www.roanokeva.gov)). Please note that the published City Code may include Chapter 36.1, the former zoning ordinance, which was repealed on December 5, 2005.

**Questions about the requirements for a comprehensive development plan and the review process should be directed to the Development Review Coordinator in Room 166, Noel C. Taylor Municipal Building, 215 Church Avenue, S.W., or call 853-1325.**

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# Appendix B

## Submittal Requirements

This Appendix outlines the materials and information that must be submitted in order to provide a complete application for approval of basic development plans, comprehensive development plans, and associated landscape plans.

### B-1. Basic Development Plan

- (a) A basic development plan shall be prepared in a clear and legible manner and shall be drawn to a suitable and fixed scale, such as one (1) inch equals thirty (30) feet. This scale may be larger or smaller depending upon the size of the lot or tract involved.
- (b) A basic development plan submitted for approval shall include a completed application form, accompanied by payment of the required fees, and three (3) copies of a survey plot plan or a basic site plan drawing outlining the following information:
  - (1) Official tax map number and current zoning classification, including any conditions that may be applicable to the property.
  - (2) Scale of the drawing.
  - (3) Name and/or labeling of all adjoining streets and alleys.
  - (4) All public easements affecting the property.
  - (5) Accurate dimensions and shape of the lot.
  - (6) Location and dimensions, to scale, of all existing and proposed structures on the lot.
  - (7) Setback measurements for all existing or proposed structures on the lot from all adjoining property lines.
  - (8) Number, location, and dimensions of all on-site parking spaces, entrances to the site, driveways, or other paved areas.
  - (9) Verification of available water and sanitary sewer facilities.
  - (10) Delineation of all landscaping required pursuant to the regulations of Article 4 and Article 6 of this Chapter, including:
    - (A) Location, size, and description of all required planting areas and planting materials;

- (B) Tree protection areas and methods of protection for any existing vegetation to be preserved to satisfy any landscaping requirement; and
  - (C) Delineation of any created slope of two (2) to one (1), horizontal to vertical, or greater, and description of vegetative cover pursuant to Section 36.2-642(a)(4).
- (11) Delineation of any riparian buffers required pursuant to Section 36.2-335.
- (12) Location, mounting heights, and aiming angles and shielding devices, if applicable, of any outdoor lighting regulated by Division 2, Article 6, of this Chapter.
- (13) For any property located in a floodplain district as established by Section 36.2-333, or if the property is determined to be in such close proximity that a reasonable uncertainty exists as to the location of the floodplain district, the mean sea level elevations, prepared by a licensed surveyor or engineer, shall be given for:
- (A) The floodway and/or the one hundred- (100) year floodplain;
  - (B) The lowest floor elevation of all existing or proposed structures; and
  - (C) The elevation to which the structure is or will be floodproofed.
- (14) Other information as may be required by the Zoning Administrator to determine compliance with this Chapter.
- (c) If the application for basic development plan approval proposes construction that will require a land disturbing activity in or upon critical terrain that slopes toward adjacent properties, streets, alleys, streams, or creeks, or if the proposed land disturbing activity is found by the Zoning Administrator to involve site-specific features which warrant a review of erosion and sediment control, a grading and erosion and sediment control plan, prepared by a licensed professional engineer, surveyor, or architect, shall be required. If the proposed construction will not require a land disturbing activity in or upon critical terrain as previously set forth in this subsection and the land disturbing activity being proposed is less than 2,000 square feet, the applicant may be permitted to execute an agreement in lieu of an erosion and sediment control plan.

## **B-2. Comprehensive Development Plan**

- (a) A comprehensive development plan and associated calculations shall be prepared by a licensed, professional engineer, surveyor, architect, or landscape architect, unless otherwise approved by the Agent to the Planning Commission.
- (b) A comprehensive development plan may be submitted in either single or multi-sheet form, as appropriate to the needs of the specific development project, and shall comply with the following:
  - (1) The plan shall be prepared in a clear and legible manner and shall be drawn to a fixed scale that is suitable and legible for conveying the information required.
  - (2) The submitted plan sheet(s) shall provide a minimum border of one-half (1/2) inch to the edge of the plan sheet.
  - (3) The sheet size of plans shall be a minimum of eighteen (18) inches by twenty-four (24) inches and shall be no larger than thirty (30) inches by forty-two (42) inches. Sheet sizes of thirty-six (36) inches by forty-eight (48) inches or eleven (11) inches by seventeen (17) inches may be permitted, when applicable and upon approval by the City Development Engineer.

- (4) When the plan entails construction, features, and data too numerous to be legibly shown on one (1) sheet, the comprehensive development plan shall be prepared on separate component sheets and shall be prefaced by a cover sheet with an index listing of the type and title of the various plan sheets included in the plan.
- (5) Each plan sheet, whether submitted in single sheet or multi-sheet form, shall identify the type of plan (i.e., site dimension, layout plan, utility plan, erosion and sediment control plan, stormwater management plan, landscape plan), the name of the property owner, business, firm, or company, and the property location.
- (c) Ten (10) copies of the comprehensive development plan shall be submitted for review, accompanied by payment of the required fees. Any re-submittal necessitated by information found during review to be incomplete, in error, or lacking in detail, pursuant to Section 36.2-553, shall require the submission of six (6) full size copies and one (1) half-size copy of the comprehensive development plan.
- (d) A comprehensive development plan shall include, at a minimum, the following:
  - (1) Property owner identification that includes the name, address, and telephone number of the following:
    - (A) Property owner and/or developer; and
    - (B) Submitting engineer, architect, surveyor, or landscape architect.
  - (2) Property identification:
    - (A) Official tax map number(s) of property proposed for development and total acreage of those identified properties;
    - (B) Zoning classification of property proposed for development and that of abutting properties, and a listing of any conditions to which the property proposed for development is subject by reason of a conditional rezoning or by order of the Board of Zoning Appeals (ordinance number or case number, with effective date, shall be included.);
    - (C) Total acreage of land being developed;
    - (D) Total acreage of land to be disturbed (cleared, graded, excavated, or filled) as a result of proposed development; and
    - (E) Legal reference, lot, block, and section of the recorded subdivision in which the property is situated (if any).
  - (3) Proposed use of the property and buildings:
    - (A) Total square footage (gross floor area) of all existing and proposed buildings occupying or proposed to occupy the premises;
    - (B) Existing and proposed use of the total square footage of all buildings on the property, including the square footage existing or proposed for various and separate uses within all buildings on the property;
    - (C) Height of all structures;
    - (D) Finished floor elevation for all buildings; and
    - (E) Dimensional layout of all buildings and structures existing or proposed to be constructed, erected, or placed on the property, including the delineation of minimum, and maximum if applicable, yard depths for front, side, and rear yards, as required by the applicable zoning district regulations.

- (4) Parking, loading, and driveway requirements:
  - (A) Number of minimum off-street parking spaces required by Section 36.2-652 and the maximum off-street parking spaces permitted as set forth in Section 36.2-653;
  - (B) Number of on-site parking spaces provided by the plan;
  - (C) Number of handicapped parking spaces required;
  - (D) Number of handicapped spaces provided by the plan;
  - (E) Number of off-street loading spaces required by Section 36.2-655;
  - (F) Number of on-site loading spaces provided by the plan;
  - (G) Number of employees to be situated on the premises, including peak shift periods, where applicable to parking requirement;
  - (H) Dimensional layout of all paved surfaces, with delineation of distances from property lines, including parking areas, loading spaces, driveways, and related curbing, with the parking space angles and dimensions of typical parking and loading spaces, maneuvering aisles, and driveway entrances and exits noted;
  - (I) Statement certifying that the sight distance at any proposed entrance conforms to American Association of State Highway and Transportation Officials (AASHTO) guidelines for intersection sight distance unless otherwise approved by the City Traffic Engineer;
  - (J) Type of parking lot pavement shown in typical section; and
  - (K) If applicable, details of pervious pavement system to be utilized to exceed maximum permitted off-street parking pursuant to Section 36.2-653(c).
- (5) Where any new curb cut is proposed, location of all entrances and streets within 400 feet of the proposed development site:
  - (A) This sketch may be separate from the site plan itself and may be shown at a smaller scale.
  - (B) In the area immediately adjacent to the proposed site, the site plan shall also include the street pavement width, the existence of curb and gutter or ditches, and the existence of any median.
- (6) Standard City of Roanoke Construction Procedure Notes and other necessary notes or data.
- (7) General notes defining estimated amount of material, such as dirt, rocks, stumps, or debris, to be removed from the site.
- (8) Standard flood statement, stating the flood zone in which the property is located and a declaration that no portion of the subject property is located within the limits of a 100-year flood boundary as designated by current FEMA maps.
- (9) Plan scale.
- (10) Erosion and Sediment Control Narrative, detailing project description, existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, calculations for sediment basins, and other relevant information.
- (11) Extent of area to be disturbed delineated by means of a solid line encompass.



- (12) Sediment basin and sediment traps, showing location, size, and all interior and outfall devices.
- (13) Contour lines shown at two (2) foot intervals, showing existing and proposed elevations. One (1) foot intervals may be required to provide clarification of site grading.
- (14) Location of creeks, streams, waterways, ponds, springs, and similar features, with appropriate names, if any, and the delineation of any riparian buffers required pursuant to Section 36.2-335.
- (15) Construction entrance and any related appurtenances, such as temporary pipes, with notation of type of stone to be utilized.
- (16) All necessary erosion and sediment control measures required to control sediment and erosion on site.
- (17) Vicinity map showing the location of the site in relation to surrounding features such as streets and major thoroughfares, drawn to a scale of one (1) inch equals eight hundred (800) feet, or comparable scale or size.
- (18) North arrow.
- (19) Abutting streets with proper name, suffix (such as N.E., S.W.), and right-of-way width.
- (20) Metes and bounds description (bearings and distances) shown along all property lines.
- (21) Stormwater management:
  - (A) Specific information and details showing location and type of all proposed storm drains and stormwater management (filtration) devices, such as pipes, retention ponds, riprap, diversion dikes, detention ponds, rain gardens, infiltration trenches, or similar devices;
  - (B) Calculations for storm sewer systems of stormwater runoff based on runoff to be anticipated from a ten (10) year frequency storm or greater if conditions necessitate (provided under separate cover, not on drawings);
  - (C) Calculations of pre-development and post-development and pond routing as required in Chapter 11.2, Stormwater Management, of this Code (provided under separate cover, not on drawings); and
  - (D) Profile of all storm sewer systems on site and/or associated with site work.
- (22) Location, design, and size (including size and type of all pipes and inlets) of all existing and proposed utility facilities (water lines, sewer lines, and storm drains) and related easements, and the location and type of refuse storage facilities.
- (23) Delineation of drop inlets, manholes, and similar facilities.
- (24) Concrete curb, gutter, and sidewalk delineated and noted by type, as required.
- (25) Outdoor lighting plan as required by Section 36.2-624.
- (26) Landscape Plan (see Section B-3, Appendix B).
- (27) If constructing streets to be dedicated for public use, street plans and profiles showing the following shall be required:
  - (A) Existing and proposed drains, sanitary sewers, sewer laterals extended to the property lines, water lines and laterals, fire hydrants, and similar facilities;

- (B) Center line grade of the street, the size, depth, and slope of all required drains, and the size, location, and depth of water mains;
  - (C) Cross-sections of the streets taken at each fifty (50) foot station at street intersections or other points required to properly establish the grade of the street may be required by the Agent to the Planning Commission;
  - (D) Plan and profile of all sanitary sewer lines, water lines, or storm sewers to be dedicated as public improvements; and
  - (E) Existing and proposed contours along any proposed street to the point(s) at which it ties in with existing street(s).
- (28) Other information as may be required by the Agent to the Planning Commission to determine compliance with this Chapter.
- (e) If any development activity is projected to generate an increase in traffic of more than 100 vehicles per hour during the peak traffic hour of any adjacent street or more than 1,000 vehicles per day, a Traffic Impact Study or Statement, as approved by the City Traffic Engineer, shall be required. Projected trips shall be generated based upon the methodology included in the latest version of the Institute of Transportation Engineers' (ITE) Trip Generation Manual. Prior to preparation of the Traffic Impact Study or Statement, the City Traffic Engineer must approve the methodology and assumptions proposed for the Study.
  - (f) If the development requires the installation of public improvements, such as street dedication, utilities, stormwater facilities, or erosion and sediment and control measures, any one (1) or more of the documents set forth below may be required. In all such instances of the need to submit any one (1) or more of the agreements and/or guarantees delineated below, the preparer of the comprehensive development plan shall submit a schedule of cost estimates in unit quantities, with totals, for all proposed public improvements, erosion and sediment controls practices, and stormwater management measures, as part of the comprehensive development plan submittal.
    - (1) Development agreement between the developer and the City, guaranteeing the satisfactory installment of the improvement or erosion and sediment control measures;
    - (2) Performance guarantee (bond, letter of credit, surety) in the amount of the cost estimated for the installation of such improvements or erosion and sediment control measures; or
    - (3) Maintenance agreement between the developer and/or owners of the property and the City providing for future maintenance of certain privately owned stormwater management facilities.

### **B-3. Landscape Plan**

- (a) A landscape plan shall be drawn to scale of not less than one (1) inch equals fifty (50) feet, or a scale as necessary to establish compliance with this Chapter, and shall include dimensions and distances.
- (b) In addition to the information required for a comprehensive development plan, as set forth in Section B-2, Appendix B, a landscape plan shall include the following additional information:
  - (1) Sight distance triangles.
  - (2) Areas reserved for dedications and easements, including above ground easements and overhead utility lines.
  - (3) Delineation of all portions of a lot which are not included in the calculation of impervious surfaces and a schedule of all trees and other plant materials, including grass or other ground cover, required by Division 4, Article 6, of this Chapter, noting the size, caliper, and scientific and common names consistent with the regulations set forth in Section 36.2-642.

- (4) Delineation of any created slope of two (2) to one (1), horizontal to vertical, or greater, and schedule of vegetative cover pursuant to Section 36.2-642(a)(4).
- (5) Planting and installation methods.
- (6) Extent of preservation of existing landscape features and methods of protection:
  - (A) Delineation of existing trees of six (6) inch caliper or greater measured at four and one-half (4-1/2) feet above grade; existing ornamental trees of any size; existing trees within required yards, along property boundaries, or within twenty (20) feet of streams or other watercourses; and streams in their natural condition;
  - (B) Delineation of existing trees and streams as set forth in subsection (A), above, and any other existing vegetation, to be removed;
  - (C) Delineation of existing trees for which a tree preservation bonus is requested pursuant to Section 36.2-643(a)(3);
  - (D) Delineation of Tree Protection Areas for groups of trees and individual trees that will be retained on the development site, noted by location, size, and type;
  - (E) Protective features including trenching, landscape walls, tree wells, stormwater management, and Best Management Practices structures; and
  - (F) Plans, cross sections, or illustrations and standard specifications depicting the manner in which the trees of the Tree Protection Areas and existing vegetation and streams to remain shall be protected.
- (7) Delineation of all landscaping, buffering, and screening, including location, size, and description of all landscaping material by size, caliper, and scientific and common names consistent with the regulations set forth in Section 36.2-642, for the following:
  - (A) Street yard trees, as required by Section 36.2-645;
  - (B) Buffer yards, as required by Section 36.2-647; and
  - (C) Facade planting, as required by Section 36.2-646.
- (8) Delineation of screening of specific uses as required by Section 36.2-649, including location, size, and description of screening materials.
- (9) Delineation of all landscaping for parking areas as required by Section 36.2-648, including location, size, and description of all landscaping material by size, caliper, and scientific and common names consistent with the regulations set forth in Section 36.2-642, and including notation of the following:
  - (A) Name, quantity, location, and spacing of trees, and the name, location, and spacing of shrubs, in landscaping strips along the perimeters of parking areas as required by Section 36.2-648;
  - (B) Minimum tree canopy for parking areas as required by Section 36.2-648;
  - (C) Minimum tree canopy within the interior of parking areas as required by Section 36.2-648;
  - (D) Calculation of tree canopy within the interior of parking areas provided by the plan;
  - (E) Calculation of the cumulative tree canopy along the perimeters and within the interior of parking areas provided by the plan; and

- (F) Dimensions of all planting islands or peninsulas and perimeter landscaping strips (width, length, and soil depth).
- (10) Overall tree canopy:
- (A) Minimum tree canopy required for the development site pursuant to Section 36.2-644;
  - (B) Calculation of total tree canopy on the site provided by the plan; and
  - (C) Location, size, and description of all trees used in the calculation of the tree canopy provided by the plan, noting the size, caliper, and scientific and common names consistent with the regulations set forth in Section 36.2-642.
- (11) If applicable, delineation of all landscaping, buffer yards, and screening as required by the supplemental regulations set forth in Article 4 of this Chapter, including location, size, and description of all landscaping material by size, caliper, scientific and common names consistent with the regulations set forth in Section 36.2-642, and location, size, and description of screening materials.